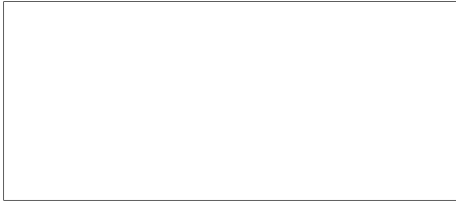


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MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Training and Education

SUBJECT: Presentations on the DA in OTE Courses

1. At your request, we have accumulated information on Directorate of Administration (DA) presentations in the Office of Training and Education (OTE) courses. Seven OTE courses incorporate some combination of DDA and/or DA office presentations. Attached are recent course schedules for these courses which provide "scope" notes indicating the content of these presentations. The Midcareer Course schedule attached has been noted for your information by [REDACTED] in reply to your request. As you will see, these presentations are typically made by senior officers representing their offices. In our initial orientation courses--Introduction to CIA (ITCIA), Agency Orientation and Office Procedures (AOOP), and the New Analyst Course (NAC), this presentation is made by OTE personnel. [REDACTED]

2. Following is a brief synopsis of the presentations in these courses:

Midcareer Course (MCC) - (Four runnings annually)

The DDA and Office Directors or their Deputies present briefings covering their components, highlighting key issues confronting their activities. Additionally, an exercise is conducted which provides mid-careerists with some exposure to the responsibilities of the DA.

Agency Orientation and Office Procedures (AOOP) - (Approximately 20 runnings annually)

A 30-minute presentation is given to new administrative support personnel by an OTE trainer on the functions of the Directorate of Administration.



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Introduction to CIA (ITCIA) - (10 runnings annually)

An MG careerist gives an overview of the DA and selected DA office representatives discuss their areas of responsibility to newly hired professionals.

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Career Trainee Development Course

N.B



The DA segment of the CTDC is introduced by an MG careerist on rotation to the Career Trainee Division followed by the DDA and talks by the DA Office Directors about their offices. Various other DA officers speak on specific topics, such as [redacted] on DCI security and [redacted] on overseas security support. PFSMERF, is an interactive exercise which illustrates the activities of the DA. It concludes the DA portion of the CTDC.

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STATAdministrative Career Trainee Course (ACTD) - (Has run once) - Run as needed by Career Trainee Division

This is a close look at the DA and its functions for DA-bound CTs. A wide range of speakers representing various DA activities address this group.

New Analyst Course (NAC) - (Six runnings annually)

An OTE instructor presents a 30-minute overview of the Directorate of Administration for new analysts in the Directorate of Intelligence. The course includes overviews on all four Directorates, because NAC students do not attend the Introduction to CIA.

Advanced Intelligence Seminar (AIS) - (Four runnings annually)

The Advanced Intelligence Seminar is conducted for senior Agency officers (GS 14 - SIS). A senior representative of the DA addresses the students on the DA's perspectives on how the Agency will cope with ongoing domestic and international trends over the next five years. [redacted]

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3. We will be glad to provide any further information on OTE courses.

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Attachments: A/S

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